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STATEMENT OF WORK
No. 071-2006-01

This SOW is made and entered into pursuant, and subject to the terms and conditions of, a Sales and Service Agreement between St. Joseph County and DoxTek, Inc. (the "Agreement"). Capitalized terms not otherwise defined in this SOW shall have the meanings assigned to them under the Agreement.

Client/End User:	St. Joseph County Assessor
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General Description:	DoxTek, Inc. will provide outsourced data entry services to the Client(s). Client(s) will provide forms and reports to DoxTek as requested. DoxTek will return all forms and reports to Client(s) when completed. DoxTek will load data and images on to the Client's existing iDox server as specified in the Deliverables section of this SOW.
Deliverables / Specs.:	<p>DoxTek will provide data entry and scanning services into the County's iDox Personal Property system for the following data as required by the State of Indiana:</p> <p>(1) Personal Property Returns for all townships in St. Joseph County (or those specifically requested in writing). These include Form 101, Form 102, Form 103 Short, Form 103 Long, and Form 1 Utility. Approximate record counts of active personal property taxpayers as found in the Low tax billing system are shown below:</p> <p>2003 pay 2004: 16,713 2004 pay 2005: 16,870 2005 pay 2006: 15,713</p> <p>(2) Each return will be scanned on location and the images will be transferred off-site for data entry; the scanned images will be used by DoxTek to key required data into iDox. The scanned images will also be loaded into iDox upon completion.</p> <p>(3) Prior to the arrival of DoxTek staff to perform the on-site scanning, the Client will be responsible for completing all document preparation necessary for scanning including (a) removing all staples, (b) repairing torn or damaged pages, (c) applying barcode label to first page of each return "packet", (d) and ordering of pages in the packet to the desired sequence for scanning (e.g., Form 104 on top, 103-L following that, other schedules after that, etc.). (Note: Other than the first page that must contain the barcode label the order is not significant; the returns will be scanned in the order in which they are given to us.)</p> <p>(4) DoxTek will prepare the PERSPROP and POOLDATA files in the required 2003A format for submission to the State Department of Local Government Finance (DLGF) and Legislative Services Agency (LSA). <i>In cases where required information is missing from the forms, error reports will be provided to the Client by DoxTek. The Client, not DoxTek, will be responsible for entering missing data or correcting invalid codes (such as principal business activity codes).</i> When data errors have been corrected, DoxTek will prepare and submit the data files to the State. If the Client chooses not to have DoxTek perform the data entry service for all townships in the County, DoxTek will only be responsible for working with the Client to submit compliant data files for those townships for which we have been contracted to perform data entry services.</p>

Performance Schedule:	<p>All items will be delivered according to the timeframe indicated below. Any changes to this delivery schedule must be agreed to by both parties in writing.</p> <p>Scanning: On-site scanning will begin within 30 days of a signed contract. On-site scanning will be performed by DoxTek at the County or Township offices during regular business hours. DoxTek will scan a minimum of 25,000 pages per business day. For purposes of this SOW, a page consists of content on a single-sided sheet of paper. A double-sided page will count for 2 pages. We estimate that all documents for years 2003, 2004, and 2005 will be scanned in 10 business days.</p> <p>2003 Personal Property Returns: From completion of scanning we will deliver images and data (i.e., completed data entry AND QC review) at the rate of 5 business days for every 1500 returns for which our services are contracted. For example, based on the counts provided for 2003 we would deliver data, images, and error/exception reports to Client in 56 business days (rounded up to nearest business day) from completion of scanning. All data and images for 2003 returns will be delivered at the same time. The Client will be able to begin correcting errors they are responsible for immediately upon delivery (i.e., before 2004 data is completed).</p> <p>2004 Personal Property Returns: From delivery of 2003 Returns we will deliver images and data (i.e., completed data entry AND QC review) at the rate of 5 business days for every 2000 returns for which our services are contracted. Based on the counts provided DoxTek will deliver 2004 Returns to Client in 42 business days (rounded up to nearest business day) from completion of 2003 Returns.</p> <p>2005 Personal Property Returns: From delivery of 2004 Returns we will deliver images and data (i.e., completed data entry AND QC review) at the rate of 5 business days for every 2000 returns for which our services are contracted. Based on the counts provided DoxTek will deliver 2005 Returns to Client in 40 business days (rounded up to nearest business day) from completion of 2004 Returns.</p> <p>Electronic Data Submissions to DLGF and LSA: As mentioned above, PERSPROP and POOLDATA files will be generated by DoxTek once corrections have been made to any missing or invalid data on the returns. Client can begin making these corrections to each individual year immediately upon delivery. When all corrections have been made for a given year, Client shall notify DoxTek. DoxTek will run another report within 3 business days of notification to ensure that all invalid data has been corrected. If data appears to be compliant, DoxTek will immediately create the exports and send them to the required personnel at LSA and DLGF. Notice will be sent to the County Assessor when the files are submitted.</p>				
Pricing & Payment:	<p>Payment Terms:</p> <ul style="list-style-type: none"> • Client will pay \$5000 Set-Up Fee up-front (Net 30 terms). • Client will be invoiced for each individual year upon delivery (Net 30 terms). The invoice will contain an exact count of the number of records created during the data entry contract at the pricing below: <p>Personal Property Return Processing:</p> <table> <tr> <td>OS-1000 Set-up Fee</td><td>\$5000.00</td></tr> <tr> <td>OP-1000 Data entry (per return)</td><td>\$1.25 per return</td></tr> </table>	OS-1000 Set-up Fee	\$5000.00	OP-1000 Data entry (per return)	\$1.25 per return
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Estimate based on approximate counts:

Personal Property: \$61,620.00

TOTAL: \$66,620.00

Late Penalty: A penalty of 0.5% of the total applicable data entry fee for a particular year shall be applied per business day beyond the time frames outlined in the Performance Schedule until the data and images are delivered according to the terms of this SOW. The penalty shall be deducted from the amount invoiced for that particular year of returns.

Early Delivery Incentive: A bonus of 0.25% of the total applicable data entry fee for a particular year shall be applied per business day that the data and images are delivered according to the terms of this SOW *earlier* than the time frames outlined in the Performance Schedule. The incentive bonus shall be added to the amount invoiced for that particular year of returns.

Travel, shipping, or other per diem expenses: NO ADDITIONAL CHARGES WILL BE BILLED TO THE CLIENT OTHER THAN THOSE OUTLINED ABOVE FOR SERVICES RENDERED WITHIN THE SCOPE OF THIS SOW.

Other Terms:

Needed documents/data: Client(s) will provide to DoxTek: (1) originals or copies of the Personal Property Returns (prepared as outlined in the Deliverables section of this SOW), (2) originals or copies of 113-PPs or other documentation indicating changes in taxpayer reported value, (3) sufficient data from the Low tax billing system to reproduce a Personal Property Book for the years contracted, namely property key, taxpayer name, taxpayer address, description of property, and total assessed value(s), (4) copies of Form 14 and Form 15 Reports, where available.

Quality Control: Trained personnel will perform the data entry. Reasonable efforts will be made to ensure accuracy & integrity of data including automated data validation rules and utilities to identify invalid field values. Nonetheless, DoxTek assumes no liability for typographical or other common errors EXCEPT to correct errors made by DoxTek when discovered by DoxTek or by Client following delivery. As indicated above in the Deliverables section, DoxTek **WILL NOT** be responsible for entering missing or invalid business activity codes (SIC or NAICS codes). After data entry of a given year is complete reports will be generated and compared to the Personal Property Books (or comparable data) provided. Where discrepancies exist between the data and reports generated in iDox (as entered by DoxTek), DoxTek will refer back to the original taxpayer return. If we find that DoxTek made an error, and the data provide by the Client is matches that on the return, then DoxTek will make corrections at no extra charge to the Client. If it is found that the data provided by the Client does NOT match that on the return, then that record will be added to an error report and given back to the Client; it will then be the Client's responsibility to correct any errors or make changes as it sees fit.

Progress Reports: A report of our progress will be sent to the County Assessor each Friday stating 1) how many returns have been processed, 2) estimated number remaining, and 3) any issues that may need clarification or resolution.

Confidentiality: Inasmuch as certain information contained on the business

personal property returns is deemed confidential under IC 6-1.1-35-9, all employees or subcontractors of DoxTek shall be subject to the terms of IC 6-1.1-35-9 and WILL NOT DISCLOSE CONFIDENTIAL INFORMATION TO ANY OTHER PERSON OR ENTITY.

DLGF Contract Provisions:

- (1) DoxTek warrants that the services rendered under this SOW will result in electronic data files (PERSPROP and POOLDATA only) in the format prescribed by the DLGF according to the 2003A Property Tax File Structures. In the event that the DLGF determines that the file is not compliant, DoxTek, at its expense, will make the necessary corrections as outlined by the DLGF in their report. DoxTek's liability under this provision is subject to the other terms of this SOW, especially with regards to the Client's responsibility for entering data that is missing from the original returns or is otherwise invalid on the original documents.
- (2) All data and images that are captured and entered into the iDox system by DoxTek are the sole property of the Client. DoxTek retains no ownership or other interest in the data entered into, stored, or generated by the iDox Personal Property System.
- (3) All data relevant to the execution of this SOW as well as the final work product is subject to review by the DLGF upon request subject to the relevant statutory regulations in the State of Indiana pertaining to the Department's right to review the work of vendors contracted by the County Assessor or County Commissioners.

Additions to this SOW: Any work above and beyond work described in the Deliverables sections of this SOW, will only be done under an amendment to this SOW. This includes extending the scope of work to other form types, additional years, additional townships, and performing additional reconciliation services.

The parties have executed this SOW as of the dates set forth below their respective signatures.

St. Joseph County Government

By: 

Title: President, Commissioners

Date: 6/13/04

DOXTEK, INC.

By: 

Title: VP, Public Sector

Date: 09 JUNE 2006